

Revisions (*in blue italics*) to Chapter 6 of the Local Assistance Procedures Manual (LAPM)

A. SECTION 6.5 Step-by-Step Procedures – Categorical Exclusion with No Technical Studies of the LAPM is revised to read:

14. District SEP (or designee) forwards the signed PES Form and signed CE Form to the DLAE, and updates LP2000 . . . (3) enter date of letter, *email, or documented telephone conversation or meeting (if applicable) transmitting the signed PES form to the LA...*

B. SECTION 6.6 Step-by-Step Procedures – Categorical Exclusion with Technical Studies of the LAPM is revised to read:

17. When PES indicates that further technical study is required, District SEP (or designee) prepares transmittal letter *or email* to LA, *or documents telephone conversation or meeting with LA (if applicable)*, outlining:

- All technical studies/reports required.
- A SER link for each of the technical studies.
- The LA's responsibility for ensuring that all required technical reports are prepared in accordance with guidance set forth in the SER.
- The LA's responsibility for ensuring that the conclusions of all technical reports are clearly stated and consistently summarized in the environmental document.
- The procedure for determining project-level conformity (See Step #31).
- The LA's responsibility for preparing a summary/list of mitigation commitments (avoidance, minimization and mitigation measures) identified in each required technical report and providing said list to the DLAE along with each technical report.
- The LA's responsibility to incorporate all of the mitigation commitments (avoidance, minimization and mitigation measures) included on the list into their PS&E and be able to demonstrate that they have been incorporated into the project design.
- The LA's responsibility to provide a copy of all permits, when available, to the DLAE.

18. The District SEP (or designee) forwards the signed PES Form and the transmittal letter to the DLAE, and updates LP2000 for tracking compliance and annual reporting, as follows: ... (3) enter date of letter, *email, or documentation of telephone conversation or meeting (if applicable)* transmitting signed PES Form to Local Agency...

19. DLAE signs the PES Form. District SEP (or designee) sends a copy of the fully signed PES Form and transmittal letter, *hardcopy or electronically (if preferred) to the LA*, outlining the requirements of each required technical study and report.
(Note: *If DLAE authorizes the District SEP (or designee) to perform this step, a copy of the letter or email shall be provided to the DLAE.*)

District SEP (or designee) considers: Are Technical Reports complete and sufficient? If "No," GO TO STEP #28. If "Yes," GO TO STEP #31.

28. District SEP (or designee) prepares a transmittal letter, *email, or documentation of telephone conversation or meeting (if applicable) with LA* summarizing all comments received from District technical specialists and *provides copy to the* DLAE.

Does project meet criteria for the CE? If “No,” continue with STEP #33. If “Yes,” GO TO STEP #35.

33. When the CE Checklist indicates that the action does not meet the criteria for a CE, the District SEP (or designee) prepares a transmittal letter, *email, or documentation of telephone conversation or meeting (if applicable)* with the LA explaining why the action does not meet the criteria for a CE and recommends preparation of an EA or an EIS, as appropriate. The District SEP forwards a copy of the transmittal letter, *email, or documentation of telephone conversation with LA* to the DLAE and updates LP2000 accordingly.

34. SEP (*or designee*) sends the letter, *email, or documentation of telephone conversation* to the LA.

35. District SEP (or designee) verifies, 1) that there are no scope changes, or 2) that technical studies address areas where all project scope changes will occur. District SEP signs CE Form.

36. District SEP (or designee) prepares a transmittal letter, *email, or documentation of telephone conversation or meeting (if applicable)* informing the LA that:

- NEPA compliance is complete.
- LA may commence with final design.
- LA is responsible for incorporating all minimization, avoidance and mitigation measures, and the conditions of all permits agreements and approvals into final design.
- LA is responsible for fully implementing all minimization, avoidance and mitigation measures, and the conditions of all permits during project construction.
- A copy of all mitigation commitments and permits shall be sent to the DLAE prior to advertisement for construction.

District SEP forwards a copy of the signed CE *and transmittal, (letter, email, or documentation of telephone conversation or meeting), to the DLAE, and updates LP2000.*

37. DLAE re-verifies that project is in the FSTIP and that there are no changes in project scope description, footprint and signs the CE Form. *SEP (or designee)* sends signed CE Form and transmittal *(letter, email, or documentation of telephone conversation or meeting)*, to the LA informing them that they may begin final design.

C. SECTION 6.7 Step-by-Step Procedures – Routine Environmental Assessment (EA) of the LAPM is revised to read:

Is Draft EA complete and sufficient? If “No,” GO TO STEP #14. If “Yes,” GO TO STEP #17.

14. District SEP (or designee) prepares transmittal letter or *email to the LA, or documents telephone conversation or meeting (if applicable) with LA*, summarizing all comments received from District technical specialists.

15. ~~DLAE~~ *SEP (or designee)* sends transmittal letter or *email outlining any deficiencies to the LA, files copy of the letter, email or documented telephone conversation or meeting with LA in the project file, and provides the DLAE with a copy.*

19. District SEP (or designee) prepares transmittal letter or *email to the LA, or documents telephone conversation or meeting with the LA (if applicable)* confirming availability of the signed Draft EA cover sheet.

20. ~~DLAE~~ *SEP (or designee)* sends transmittal letter or *email to the LA and files copy of the letter, email or documentation of telephone conversation or meeting, if applicable, with the LA* regarding availability of the signed Draft EA in the project file.

Is Final EA complete and sufficient, and is a FONSI appropriate? If "No," GO TO STEP #33. If "Yes," GO TO STEP #37

33. District SEP (or designee) prepares transmittal letter *or email* to the LA, *or documents telephone conversation or meeting with LA, if applicable*, outlining deficiencies, or reasons why a FONSI is not appropriate, and forwards *a copy* to the DLAE.

34. ~~DLAE~~ *SEP (or designee)* sends transmittal letter, *or email*, outlining deficiencies to the LA, *files the letter, email or documented telephone conversation or meeting with the LA (if applicable), in the project file and provides the DLAE with a copy.*

D. SECTION 6.8 Step-by-Step Procedures – Complex Environmental Assessment (EA)
of the LAPM is revised to read:

Is administrative Draft EA ready for HQ review? If "No," GO TO STEP #14. If "Yes," GO TO STEP #17.

14. When administrative Draft and/or technical reports are deficient, District SEP (or designee) prepares a transmittal letter *or email* to the LA, *or documents telephone conversation or meeting with the LA (if applicable)* outlining all deficiencies, and requests that the administrative Draft EA be revised as necessary based on the District/NEPA Quality Control Reviewer's comments. Comments received from all five (5) levels of review will form the basis of revisions to the administrative Draft EA.

15. ~~DLAE~~ *SEP (or designee)* sends transmittal letter *or email* to the LA and *files a copy of the letter, email, or documented telephone conversation or meeting (if applicable) with the LA* in the project file, and provides a copy to the DLAE..

25. DD (DDD-Environmental or EOC, if designated) signs the Draft EA cover sheet and returns the signed cover sheet to the District SEP (or designee).
26. District SEP (or designee) prepares and sends a letter *or email to the LA, or contacts the LA via telephone to inform them that the Draft EA* cover sheet has been signed and that they may begin public circulation
27. ~~DLAE~~ *SEP (or designee)* provides a copy of the *signed Draft EA cover sheet to the DLAE and includes a copy of the signed Draft EA cover sheet and transmittal in the project file.*

Is administrative Final EA ready for HQ review? If “No,” GO TO STEP #40. If “Yes,” GO TO STEP #44.

40. District SEP (or designee) prepares a letter to the LA, *or notifies the LA via email, telephone or meeting, regarding* deficiencies in the Draft EA.
41. ~~DLAE~~ *SEP (or designee)* provides a copy of the letter, *email, or documented telephone conversation outlining deficiencies, to the DLAE and includes a copy of letter, email or telephone conversation in the project file.*

E. SECTION 6.9 Step-by-Step Procedures – Environmental Impact Statement (EIS) of the LAPM is revised to read:

24. When administrative Draft EIS and/or technical reports are deficient, the District SEP (or designee) prepares a letter *or email to the LA, or contacts the LA via telephone to inform them of* all deficiencies and requests that the administrative Draft EIS be revised as necessary, based on the District Quality Control Review. Comments received from all five levels of review will form the basis of revisions to the administrative environmental document. The District SEP sends the letter, *or email,* to the LA, *provides a copy to the DLAE* and updates appropriate fields in LP2000.

29. District SEP (or designee) for local assistance prepares a letter *or email* to the LA, *or contacts the LA via telephone to inform them of* HQ EC and HQ Legal’s comments and requests LA make the necessary revisions to the administrative Draft EIS. District SEP (or designee) provides the DLAE with a copy of the letter, *or email,* and updates LP2000.

Did HQ EC and Legal find revised administrative Draft EIS complete and ready for signature? If “No,” HQ EC prepares a memorandum for the District detailing deficiencies requiring correction. GO TO STEP #29. Steps #29 through #34 will be repeated until document is ready for signature. If “Yes,” Go to Step #35.

38. District SEP (or designee) prepares a letter *or email to the LA transmitting the signed Draft EIS title page* and informing the LA that they may begin public circulation.



40. District SEP (or designee) transmits the letter, *or email*, with signed Draft EIS title page to the LA and provides a copy to the DLAE.

Is administrative Final EIS complete and sufficient from the District's perspective? If "No," GO TO STEP #55. If "Yes," GO TO STEP #57.

55. When administrative Final EIS and/or technical reports are deficient, the District SEP *prepares a letter* to the LA informing them of all deficiencies and requests that the administrative Final EIS be revised as necessary, based on the District Quality Control Review. Comments received from all five (5) levels of review will form the basis of revisions to the administrative Final EIS document.

61. District EOC signs the letter.

62. District SEP (or designee) *sends the letter to the LA, provides a copy to the DLAE, includes a copy in the project file*, and updates appropriate fields in LP2000.